

# INTERCOLLEGIATE BROADCASTING SYSTEM

To all station managers

From: Tak Kako

Enclosed you will find two forms. The first is a promotion information form and the second, a program schedule form and spot availability form. Please fill in the necessary information and return to the New York Office immediately. This information was requested by Mr. Avery several months ago, but the response from the stations has been nil. We cannot expect our representatives to get anything done unless we cooperate with them.

I believe the forms are self-explanatory except perhaps question 10 on the promotion form. A sample answer might read:

1. Livingston Lobby                  main bulletin board  
for dorm students

You are not limited to five locations. Use the back of the sheet for additional space.

When you have filled in the forms mail them to the NYO.

PLEASE MARK "DEPT. K " IN THE LOWER LEFT HAND CORNER OF YOUR ENVELOPE.

Tak Kaku

THESE FORMS MUST BE RETURNED TO THE NEW YORK OFFICE NOT LATER  
THAN FRIDAY, NOVEMBER 21, 1947



INTERCOLLEGIATE PROMOTION SYSTEM

To all station managers

From: Ted Kahn

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I believe the forms are self-explanatory except perhaps question 10 on the promotion form. A sample answer might read:

I. Livingston lobby  
main bulletin board  
for down students

You are not limited to five locations. Use the back of the sheet for additional space.

When you have filled in the forms mail them to the NYO.  
PLEASE MARK "DEPT. E" IN THE LOWER LEFT HAND CORNER OF YOUR ENVELOPE.

*Ted Kahn*

THREE FORMS WERE RETURNED TO THE NEW YORK OFFICE NOT LATER THAN FRIDAY, NOVEMBER 21, 1962.